



RESIDENTIAL RENTAL PERMIT APPLICATION - Individual

Permit Fee is \$25 regardless of number of units up to 4 units. If you own 5 or more units, or any number of units held in an LLC or other business entity, please use the Rental Permit Application for Business.

Section 1 - Property Address(es) for Which Permit is Requested:

Rental Unit Address:	# of Units	Tax Map Parcel # (if known)

Section 2 - Property Owner Information:

Name: _____ Telephone: _____
 Physical Address (no PO Box): _____
 City/State/Zip: : _____ Email: _____
 Signature: _____ Date: _____

Section 3 - Certification of Compliance with Inspection Checklist:

I, _____ certify under penalty of false statement, that I have inspected the units listed above, that they comply with the minimum safety standards as outlined on the inspection checklist, and that the information provided is true and correct to the best of my knowledge.

Signature: _____ Date: _____

Official use only:

\$25 fee / Please make checks payable to City of Florence.

Payment Type/Check# _____

Date Fee Paid: _____

Received by _____

Reviewed by _____

Residential Rental Unit Inspection Checklist

Each unit you own and rent must meet these minimum life safety standards as required by the South Carolina Fair Housing Act and within Article XIV of the City of Florence municipal code.

Area	Summary
Exterior Structure	Shall be maintained in good repair, structurally sound, and sanitary so as not to pose a threat to the public health, safety, or welfare.
Roofs & Drainage	Roof is not damaged or leaking.
Doors & Deadbolts	Properly perform their intended function. Deadbolts MUST have keyless interior latch.
Interior	Shall be maintained in good repair, structurally sound, and in sanitary condition.
Interior Surfaces	No holes in the walls, ceilings, or floors, or other loose or unstable conditions including windows and doors.
Stairs & Walking Surfaces	Every stair, ramp, landing, balcony, porch, deck, or other walking surface shall be maintained in sound condition & good repair.
Handrails & Guards	Must be provided where required, firmly fastened, and well maintained.
Ventilation	Habitable spaces require one window that can be opened to the outdoors.
Plumbing Facilities & Fixtures	All occupied premises shall have potable water, adequate facilities, and properly functioning fixtures & equipment.
Dwelling Units	Requires a properly functioning tub and/or shower, a lavatory, toilet, kitchen sink, stove, and refrigerator. These shall be maintained in a sanitary, safe, working condition.
Plumbing Systems & Fixtures	Plumbing fixtures shall be properly installed and maintained in working order.
Water Heating Facilities	Properly maintained in a safe condition, and capable to provide adequate hot water at every required sink, tub/shower, and laundry facility.
Sanitary Drainage System	Properly connected to sewer system and free of leaks.
Mechanical and Electrical	Systems properly installed and maintained.
Heat Supply	Capable of providing heat of at least 68 degrees F in all habitable areas.
Mechanical - HVAC	Properly installed and maintained in safe working condition and capable of performing the intended function if applicable.
Electrical Equipment	Electrical equipment, wiring, and appliances shall be properly installed and maintained in a safe and approved manner.
Electrical Equipment	Flexible cords shall not be used for permanent wiring or run through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.
Fire Safety	Provide and maintain adequate fire safety provisions.
Means of Egress	All areas of egress to be safely maintained and unobstructed.
Smoke Alarms	Shall be provided in each sleeping area (bedroom) and on the second floor.
Carbon Monoxide Alarm	Shall be installed in all units that have fuel burning appliances (stoves, water heater, and gas logs and fireplaces).